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27 October 1961

MEMORANDUM FOR: Director of Logistics
FROM : Chief, O&L/5 Finance Division
SUBJECT : Operational Advance (General Ledger Account 146.9)
REFERENCE : Memorandum to Comptroller, dated 24 October 1961

1. The request contained in the above reference designating [REDACTED] as custodian for the \$1500.00 Operational Advance established in support of Project [REDACTED] vice [REDACTED] reassigned was approved on 26 October 1961.

2. The advance should be maintained under the sole control of the Custodian. The alternate Custodian should have access to the advance only in the absence of the Custodian.

3. The utmost care should be taken to safeguard the advance. When possible the advance should be safeguarded in a combination safetype file, and a metal lock-type cash box used to maintain control of the fund.

4. A summary accounting shall be submitted on a "Accounting by Individual for Advance" (Form 252) at least monthly to the operations and Liaison Branch Certifying Officer and will be supported by the original vouchers and/or certifications.

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